

# STATE PROPERTY TRANSACTION DOCUMENT

(Type or Print Legibly)

Date Prepared \_\_\_\_\_

<b>From</b>		<b>ID Code</b>	<b>Issue</b>	<b>Request</b>			
<b>To</b>		<b>ID Code</b>	<b>Turn In</b>	<b>Transfer</b>			
<b>Item No.</b>	<b>Stock No.</b>	<b>Description</b>	<b>Serial No.</b>	<b>Tag No.</b>	<b>Condit</b>	<b>Qty.</b>	<b>Price</b>

**Property Condition Legend**  
 New = N                      Used = U                      Damaged = D                      Salvaged = S

---

Date \_\_\_\_\_ Issued By: \_\_\_\_\_                      Date \_\_\_\_\_ Received By: \_\_\_\_\_